

Principles of Upper Management

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Overview

DESCRIPTION

The program curriculum meets the demands of mid-level management for today and the future. Its goal is to strengthen and expand knowledge in crucial management areas for both new and the seasoned middle manager. The training is integrated and participative.

Managing Projects *Long-range planning: Comprehensive Management System. Defining the project: mission, objectives, key result areas, controls. Project team option. Project stages. Project life cycle. Layout methods. Practical exercise. Project control methods and means.*

Managing Teams *Defining “team management” and “self-directed work teams.” You will review the history and myths behind teamwork. And about putting a team concept into action and the management's part.*

Managing Budgets *Defining terms. The executive planning process; working with OBPP, justification, submitting, revising, and finalizing a proposal. Legislative appropriation process. Implementing the budget. Monitoring the budget.*

Managing Information *The Information Age and the importance of managing information. **Issues:** Involves information overload, information value, organizational impacts, along with privacy and the right to know. Information types and terms, categories and sources. Planning and developing an information system and managing the plan.*

Ethics *Foundations of ethics: values and principles, competing values, administrative power. Defining Ethics: Dimensions, levels of ethical choices, defining the public interest. Responding to ethical problems: ethical decision-making, resolution and reflections. Ethics in action: case studies, impediments and traps, principles of public service.*

Synthesis *A hands-on, laboratory exercise requiring participants to apply newly acquired skills to “real world” situations. A closing symposium on the results of the exercise, the integration of course topics, and the outcome of the training.*